



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Student Records
Sub-Section:

TITLE: Academic Dismissal Records**CUTOFF:** Last date of attendance

DESCRIPTION: Records of students who have received academic dismissals. Records include, but are not limited to, notices of actions related to academic non-performance or deficiency.

RETENTION: Years: 0 Months: 0 Days: 0**NOTES:****DISPOSITION ACTION:** Permanent - Transfer to appropriate archives**SERIES:** 24463**SERIES STATUS:** Approved**APPROVAL DATE:** 11/15/2016

TITLE: Academic Warning and Suspension Records**CUTOFF:** Graduation or last date of attendance

DESCRIPTION: Records of students who have received academic warnings, been put on academic probation, and/or been suspended. Records include, but are not limited to, notices of actions related to academic non-performance or deficiency.

RETENTION: Years: 5 Months: 0 Days: 0**NOTES:****DISPOSITION ACTION:** Destroy**SERIES:** 24462**SERIES STATUS:** Approved**APPROVAL DATE:** 11/15/2016

TITLE: Admission Records**CUTOFF:** End of academic term of application

DESCRIPTION: Records of the admission status of prospective attendees and various aspects therein. Records include, but are not limited to, admission, waitlist, or denial records; admission communication packets from particular departments; and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0**NOTES:****DISPOSITION ACTION:** Destroy**SERIES:** 24453**SERIES STATUS:** Approved**APPROVAL DATE:** 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Student Records
Sub-Section:

TITLE: Applications for Admission - Students Who Do Not Enroll

CUTOFF: End of academic term of application

DESCRIPTION: Records of students applying for admission or readmission to the institution who do not enroll, including those who were waitlisted or denied admission. Records include, but are not limited to, applications, letters of recommendation, waivers for rights of access, relevant military service records, residency forms, transcripts, transfer credit evaluations, dual enrollment records, and examinations for credit or placement tests.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24456

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Applications for Admission or Readmission - Students Who Enroll

CUTOFF: End of first academic term of enrollment

DESCRIPTION: Records of students applying for admission or readmission to the institution who enroll. Records include, but are not limited to, applications, letters of recommendation, waivers for rights of access, relevant military service records, residency forms, transcripts, transfer credit evaluations, dual enrollment records, and examinations for credit or placement tests.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24455

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Applications for Graduation

CUTOFF: Graduation or last date of attendance

DESCRIPTION: Student applications to graduate and supporting documentation to ensure criteria has been met. Records include, but are not limited to, graduation applications and degree audit records.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24457

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Student Records
Sub-Section:

TITLE: Course Waiver and Substitution Records		CUTOFF: Graduation or last date of attendance	
DESCRIPTION: Records of requests for course waivers or substitutions for degree requirements. Records include, but are not limited to, course waiver or substitution requests and approvals or denials.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24452	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Credit-No Credit, Audit, or Pass-Fail Approval Records		CUTOFF: WSO	
DESCRIPTION: Approvals of requests to take a course for credit or no credit rather than receiving a letter grade. Records include, but are not limited to, requests and audit approvals.		RETENTION: Years: 0 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24460	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Degrees Awarded Records		CUTOFF: Graduation or last date of attendance	
DESCRIPTION: Records of degrees received by students and supporting documentation.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES: Transfer permanent documentation to record series 24451 Student Academic Records.		DISPOSITION ACTION: Destroy	
SERIES: 24461	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Student Records
Sub-Section:

TITLE: Disclosure and Non-Disclosure of Information Requests

CUTOFF: EOAY

DESCRIPTION: Documentation of requests for and disclosure of information protected under the Family Educational Rights and Privacy Act (FERPA). Records include, but are not limited to, requests for and disclosures of personally identifiable information, requests for non-disclosure of directory information, and written consents for records disclosure.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Requests and disclosures must be filed with the records that were disclosed as long as the records are retained.

DISPOSITION ACTION: Permanent - Transfer to appropriate archives

SERIES: 24477

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Enrollment Verification Records

CUTOFF: WSO

DESCRIPTION: Records verifying students' enrollment and academic standing. Records include, but are not limited to, verifications of enrollment, graduation, Grade Point Average (GPA), and supporting documentation.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24465

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Entrance Examination Reports or Test Scores

CUTOFF: Graduation or last date of attendance

DESCRIPTION: Records of test scores on entrance examinations taken by prospective students, whether or not the students enroll. Records include, but are not limited to, results on exams that serve as the basis of admittance to the institution, such as the ACT, MCAT, SAT, TOEFL, LSAT, or GRE. This series does not include Advanced Placement (AP) reports or scores.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24454

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Student Records
Sub-Section:

TITLE: Exams and Graded Coursework

CUTOFF: Completion of course

DESCRIPTION: Assignments and exams completed by students for a course. Records include, but are not limited to, final exams and graded coursework.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: Return to student. If not picked up, apply retention.

DISPOSITION ACTION: Destroy

SERIES: 24473

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Faculty Grade Book Records

CUTOFF: Completion of course

DESCRIPTION: Records kept by faculty of students in their course, work completed, and grade earned. Records include, but are not limited to, faculty grade books.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24495

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Fee Assessment Records

CUTOFF: Graduation or date payment received

DESCRIPTION: Records of fees assessed to students by programs, such as Student Life, or academic departments. Records include, but are not limited to, types of fees, amounts owed, and payment verifications.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24466

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Student Records
Sub-Section:

TITLE: Financial Aid Records		CUTOFF: Graduation or last date of attendance	
DESCRIPTION: Records relating to determinations of financial aid offered or awarded. Records include, but are not limited to, financial aid applications, financial aid needs and analyses, verifications of income for previous year, parental statements of independence, special condition forms, documents related to student's application for work-study or part-time employment as means of subsidizing the costs of tuition, financial aid transcripts, student aid reports, student employment agreements, and delinquent billing records.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24467	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Grade Sheets		CUTOFF: End of academic term	
DESCRIPTION: Original records of grades submitted by faculty at the end of the academic term.		RETENTION: Years: 0 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Permanent - Transfer to appropriate archives	
SERIES: 24475	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Graduation Lists		CUTOFF: Graduation	
DESCRIPTION: Lists of students who have graduated and the degrees conferred. Records include, but are not limited to, lists of graduates for graduating class.		RETENTION: Years: 0 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Permanent - Transfer to appropriate archives	
SERIES: 24476	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Student Records
Sub-Section:

TITLE: Integrity Code Violation Records		CUTOFF: Graduation or last date of attendance	
DESCRIPTION: Records of violations of the institution's academic integrity code. Records include, but are not limited to, notices of violation of academic integrity policies, including any sanctions.		RETENTION: Years: 0 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Permanent - Transfer to appropriate archives	
SERIES: 24464	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: International Student Records		CUTOFF: Graduation or last date of attendance	
DESCRIPTION: Records relating to institutional assistance to international students who have applied or been admitted to academic programs. These records primarily concern admissions, immigration status, and other non-academic matters. Records include, but are not limited to, alien registration receipt cards, DS-2019 forms, employment authorizations, statements of educational costs, statements of financial responsibility, World Education Services evaluations, Test of English as a Foreign Language and related documentation, and correspondence. Records kept per 8 CFR 214.3(g).		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES: Original Documentation from institutions in other countries should be returned to the student.		DISPOSITION ACTION: Destroy	
SERIES: 24471	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Midterm Grade Reports		CUTOFF: End of academic term	
DESCRIPTION: Records of midterm grades submitted by faculty. Records include, but are not limited to, midterm grade reports.		RETENTION: Years: 0 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24472	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



Agency Records Disposition Schedule

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Section: Student Records
Sub-Section:

TITLE: Perkins Loan Cancellations		CUTOFF: Cancellation of loan	
DESCRIPTION: Records relating to the cancellation of loans under the Federal Perkins Loan Program. Records include, but are not limited to, applications for cancellation submitted by borrowers, supporting documentation, and records of acceptances or refusals by the institution. Records maintained per 34 CFR 674.19.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24470	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Perkins Loan Promissory Notes		CUTOFF: Loan is satisfied	
DESCRIPTION: Promissory notes for the Federal Perkins Loan Program are provided by the Secretary of the Department of Education and are required as proof of a borrower's indebtedness. Records include, but are not limited to, promissory notes and repayment schedules. Records maintained per 34 CFR 674.19.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24469	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Perkins Loan Repayment Records		CUTOFF: Date loan assigned, cancelled, or repaid	
DESCRIPTION: Repayment histories for borrowers who received financial aid through the Federal Perkins Loan Program. Records include, but are not limited to, repayment records, including cancellation and deferment requests. Records maintained per 34 CFR 674.19.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24468	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Student Records
Sub-Section:

TITLE: Professional Certification Records

CUTOFF: WSO

DESCRIPTION: Records relating to professional certifications given through the institution. Records include, but are not limited to, certification applications, exam and course results, correspondence, copies of licenses or certifications, and training class and continuing education information.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24480

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Registration Forms

CUTOFF: End of academic term

DESCRIPTION: Records of students' registration for classes at the institution. Records include, but are not limited to, registration forms.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24459

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Student Academic Records

CUTOFF: WSO

DESCRIPTION: Documentation of academic performance of students enrolled at the institution. This does not include certification, continuing education programs, or medical residencies. Records include, but are not limited to, admissions, enrollment, and academic records; change of grade forms; class schedules; narrative evaluations; competency assessments; and examinations for credit or placement test results.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to appropriate archives

SERIES: 24451

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Student Records
Sub-Section:

TITLE: Student Appeal Records		CUTOFF: Final decision rendered	
DESCRIPTION: Records of appeals filed by students. Records include, but are not limited to, appeals filed by students, supporting witness information, committee actions, and related correspondence.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24489	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Student Award and Honor Records		CUTOFF: WSO	
DESCRIPTION: Official records of awards and honors that students can apply for or earn, including scholarships. Records include, but are not limited to, award records.		RETENTION: Years: 0 Months: 0 Days: 0	
NOTES: Send notification of award or honor to the institution's archives and Registrar at the end of each grading period to be included in student file.		DISPOSITION ACTION: Permanent - Transfer to appropriate archives	
SERIES: 24490	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Student Credential Records		CUTOFF: Last date of activity	
DESCRIPTION: Documentation submitted by students to Career Services or a similar program for use by potential employers. Records include, but are not limited to, applications, resumes, transcripts, reference letters, certificates or licenses, release forms, credentials mailing records, billing statements, correspondence requesting access to file, confidential reference forms (access denied to student), records of copies distributed to potential employers, cooperating teacher reference forms, supervising teacher reference forms, and career counseling materials.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24488	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Student Records
Sub-Section:

TITLE: Student Disability Services Records		CUTOFF: Graduation or last date of attendance	
DESCRIPTION: Documentation of the need for and rendering of services and accommodations to students with disabilities. Records include, but are not limited to, applications for service, disability disclosure forms, release of information forms, documentation of disability, accommodation letters, referral information, medical information and correspondence from health professionals, copies of admissions forms, interview notes, and related correspondence.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24487	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Student Government Records		CUTOFF: EOAY	
DESCRIPTION: Records of the policies, procedures, decisions, and activities of the institution's student government association. Records include, but are not limited to, constitutions, bylaws, committee files, correspondence, meeting agendas and minutes, annual reports, photographs, and other documentary materials related to student government.		RETENTION: Years: 0 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Permanent - Transfer to appropriate archives	
SERIES: 24478	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Student Learning Contract Records		CUTOFF: Completion of internship period	
DESCRIPTION: Records of agreements between students, faculty advisors, and departments as to what the student will complete in an internship, independent study, or other academic project to confirm academic credit will be issued to the student for on-site experience. Records include, but are not limited to, student contracts, evaluations, and internship site information.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24486	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Student Records
Sub-Section:

TITLE: Student Organization Records

CUTOFF: WSO

DESCRIPTION: Records of student associations and organizations recognized by the institution. Records include, but are not limited to, constitutions, bylaws, newsletters, minutes, brochures, photographs, reports, scrapbooks, and any other records related to an organization's overall operations.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to appropriate archives

SERIES: 24491

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Student Personnel Records

CUTOFF: Separation from employment

DESCRIPTION: Documentation of students employed by campus offices, including evaluations and disciplinary actions. Records include, but are not limited to, applications, formal evaluations, and termination documents completed by student employees and their supervisors.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24485

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Student Records - Non-Academic

CUTOFF: WSO

DESCRIPTION: Records documenting the official creation of and changes to students' records. Records include, but are not limited to, name change authorizations, change of address forms, and residency classification form files.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24450

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Student Records
Sub-Section:

TITLE: Student Worker Time Sheets

CUTOFF: EOAY

DESCRIPTION: Records of time and attendance for each graduate or undergraduate student worker, not including work study students, graduate assistants, or teaching assistants. Records include, but are not limited to, time sheets.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24479

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Theses and Dissertations

CUTOFF: Graduation

DESCRIPTION: Theses and dissertations submitted by students as required by their academic program. Records include, but are not limited to, final and accepted theses and dissertations.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to appropriate archives

SERIES: 24474

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Transcript Requests

CUTOFF: WSO

DESCRIPTION: Requests for official transcripts to be picked up, sent to the requester, or sent directly to another institution.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24481

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Student Records
Sub-Section:

TITLE: Tuition and Fee Change Records		CUTOFF: Graduation or last date of attendance	
DESCRIPTION: Documentation of tuition and fee waivers or change in tuition status for students. Records include, but are not limited to, tuition waiver form, fee waiver form, change in tuition status form, and correspondence.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24482	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Veterans Administration Certification Records		CUTOFF: Graduation or last date of attendance	
DESCRIPTION: Records relating to the certification of courses by the Veterans Administration (VA) for enrollment by eligible veterans. Records include, but are not limited to, approvals or disapprovals of course certifications. Records created per 38 USC 3680A.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24483	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016
TITLE: Withdrawal Records		CUTOFF: Last date of attendance	
DESCRIPTION: Records of students who withdraw from the institution. Records include, but are not limited to, withdrawal requests and authorizations. Records maintained per 34 CFR 668.24		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 24458	SERIES STATUS: Approved	APPROVAL DATE:	11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University General Retention Schedule

Section: Student Records
Sub-Section:

TITLE: Work Study Records

CUTOFF: Graduation or last date of attendance

DESCRIPTION: Documentation of students employed throughout the institution during each academic term for financial assistance. Records include, but are not limited to, copies of student timecards and timesheets, approval forms, and work study waiting lists.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24484

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016
